

C 1, AR 621-202**Appendix D
Management Control Review for the Army Continuing Education System****D-1. Function**

The function covered by this review is management of Army educational incentives and entitlements (see AR 621-202).

D-2. Purpose

The purpose of this review is to assist Army Continuing Education System managers in evaluating their key management controls. It is *not* intended to cover *all* controls.

D-3. Instructions

Answers must be based on the actual *testing* of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls *must* be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). This locally reproducible form is at the back of this write-in change.

D-4. Test questions

- a. Do counselors provide accurate up-to-date information on the educational benefits available to soldiers through the Veterans' Educational Assistance Program (VEAP), Montgomery GI Bill (MGIB), or Army College Fund (ACF), either in-service or post service (see AR 621-202)?
- b. Do education records indicate that counselors provide mandatory veteran's benefits counseling on VEAP, MGIB, and ACF, in accordance with section 1142, title 10, U.S. Code, to soldiers not later than 90 days prior to separation?
- c. Are counselors aware of the requirements soldiers must meet to qualify for and remain qualified for the ACF?
- d. Do counselors ensure a soldier acknowledges counseling on VEAP and MGIB by signing DA Form 669 or 669-1-R (or electronically generated versions of same)?
- e. Do counselors provide veteran's benefits counseling to soldiers requesting early discharge who would otherwise lose MGIB and ACF benefits by accepting voluntary early discharge prior to meeting eligibility requirements? Is a copy of DA Form 669 acknowledging this counseling included as a part of the request for voluntary early separation?
- f. Do Education Service Officers (ESOs) follow up to identify soldiers who do not come for mandatory counseling?
- g. Are procedures in place with the Personnel Service Company (PSC), commanders, and ESOs to ensure that soldiers receive mandatory counseling?
- h. Are procedures in place with the installation commander to ensure that, in accordance with AR 600-8-101, chapter 3, section XII, all soldiers will out-process at the Education Center to obtain their DA Form 669/669-1-R (Army Continuing Education System (ACES) Record and Continuation Sheet)?

D-5. Supersession

This is a new management review process that does not supersede any previous process.

D-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQDA, COMMANDER,

PERSCOM, ATTN: TAPC-PDE-EI, 2461 EISENHOWER AVE., ALEXANDRIA VA 22331-0472.

**Appendix E
Management Control Review for the U.S. Army Recruiting Command****E-1. Function**

The function covered by this review is management of Army educational incentives and entitlements (see AR 621-202).

E-2. Purpose

The purpose of this review is to assist U.S. Army Recruiting Command (USAREC) managers in evaluating their key management controls. It is *not* intended to cover *all* controls.

E-3. Instructions

Answers must be based on the actual *testing* of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls *must* be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). This locally reproducible form is at the back of this write-in change.

E-4. Test questions

- a. Are soldiers who enlisted for Army College Fund (ACF) informed of the requirement to enroll in the Montgomery GI Bill (MGIB)?
- b. Are appropriate personnel aware of the requirements soldiers must meet to qualify for and remain qualified for the ACF benefit?
- c. Is the Loan Repayment Program (LRP) only offered to applicants who meet the qualifications as prescribed by the Department of Army?
- d. Are procedures in place to ensure each applicant cannot be offered both the LRP and MGIB?
- e. Are soldiers who enlisted for the LRP told they must disenroll from the MGIB in order to maintain their eligibility for the LRP? Is this information included in the Military Entrance Processing Station procedures?
- f. Are soldiers who enlisted for the LRP disenrolled from the MGIB?
- g. Are soldiers who enlisted for LRP assisted in applying for deferment of loans?
- * h. Do USAREC guidance counselors have the promissory note before the soldier is enlisted in the Army? Do the promissory notes indicate the loans qualify in accordance with section 2171, title 10, of United States Code?
- i. Do USAREC guidance counselors provide the PERSCOM Education Incentives Branch copies of DA Form 3286-66, DD Form 2366, DD Form 1966/1, and promissory notes and a copy of request for military deferment for each applicant who enlists for the LRP?

E-5. Supersession

This is a new management review process that does not supersede any previous process.

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E-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQDA, COMMANDER, PERSCOM, ATTN: TAPC-PDE-EI, 2461 EISENHOWER AVE., ALEXANDRIA VA 22331-0472.

Appendix F

Management Control Review for Reception Stations

F-1. Function

The function covered by this review is management of Army Educational Incentives and Entitlements (see AR 621-202).

F-2. Purpose

The purpose of this review is to assist Reception Station managers in evaluating their key management controls. It is not intended to cover *all* controls.

F-3. Instructions

Answers must be based on the actual *testing* of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls *must* be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). This locally reproducible form is at the back of this write-in change.

F-4. Test questions ?

a. Does each new eligible soldier (officer and enlisted) receive a briefing and view the Montgomery GI Bill (MGIB) tape pertaining to the benefits and cost of the MGIB?

b. Is the DD Form 2366 properly annotated to reflect enrollment in the MGIB?

c. Is each new eligible soldier given the opportunity to disenroll from the MGIB within his or her first three working days of entering active duty, and is this decision recorded on DD Form 2366?

d. Are service academy graduates and ROTC scholarship graduates counseled that they are ineligible for the MGIB? Is DD Form 2366 properly prepared upon arrival at the Officer Basic Course?

e. Is the original DD Form 2366 filed in the official personnel file? Are copies of the DD Form 2366 furnished to the soldier and local finance office and entered on the DA Form 669 (Education Record) at the same time?

f. Are individuals informed that there are minimum time-in-service requirements and that they must receive an honorable discharge to establish eligibility for the MGIB?

g. Are individuals informed that the \$1,200 reduction-in-pay for the MGIB is nonrefundable?

h. Are Loan Repayment Program (LRP) recipients excluded from the MGIB briefing? Is their DD Form 2366 reflecting disenrollment processed?

F-5. Supersession

This is a new management review process that does not supersede any previous process.

F-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQDA, COMMANDER, PERSCOM, ATTN: TAPC-PDE-EI, 2461 EISENHOWER AVE., ALEXANDRIA VA 22331-0472.

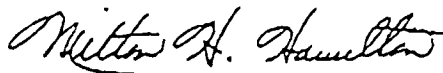
2. Post these changes per DA PAM 310-13.

3. File this change in front of the publication.

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

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